



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY DETACHMENT
WASHINGTON DC
235 WICK DRIVE SW
WASHINGTON DC 20373-5803

Canc: 30JUN10
PSDWASHNOTE 1418
ESO
1 June 2009

PERSUPPDET WASHINGTON NOTICE 1418

Subj: SEPTEMBER 2009 (CYCLE 204) NAVY-WIDE ADVANCEMENT
EXAMINATIONS FOR ADVANCEMENT IN RATE OF ACTIVE DUTY
PERSONNEL TO PETTY OFFICER THIRD CLASS THROUGH PETTY
OFFICER FIRST CLASS

Ref: (a) CNO WASHINGTON DC 261419Z SEP 08 (NAVADMIN 272/08)
(b) CNO WASHINGTON DC 241612Z AUG 00 (NAVADMIN 221/00)
(c) CNO WASHINGTON DC 301851Z MAY 07 (NAVADMIN 139/07)
(d) BUPERSINST 1430.16F (ADVMAN)
(e) COMNAVDIST WASH DC 300718Z AUG 06 (ALNDW 035/06)

Encl: (1) Listing of Time-in-Rate (TIR) eligible personnel

1. Purpose. To announce the schedule of the September 2009 (Cycle 204) E-4 through E-6 Navy-wide Advancement Examinations and to provide additional information for those personnel under the personnel accounting of Personnel Support Activity Detachment, Washington D.C. for examination purposes.

2. Information

a. Enclosure (1) is a listing of personnel who are Time-in-Rate eligible to participate in the September 2009 (cycle 204) advancement examination.

b. The requirements to complete leadership training in order to participate in the E6 and E7 advancement examinations and the E8 selection board has been removed. Reference (a) further announces a new leadership policy. The new petty officer first class selectee leadership course (PO1SLC) will be required for all PO1 selectees from the Feb/Mar 2009 exam and all subsequent exams. The new petty officer second class selectee leadership course (PO2SLC) will be required for all PO2 selectees from the Aug/Sep 2009 exam and all subsequent exams. Refer to reference (a) for further information.

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c. Per reference (b), Commanding Officers may waive up to one year TIR for E-5 Sailors who receive a promotion recommendation of "Early Promote" on their periodic evaluation (15MAR09). A TIR waiver signed by the CO must be submitted to

the ESO NLT 19 June 2009. Waivers submitted for this cycle will not automatically carry over to the next examination cycle.

d. Refer to reference (c) for pertinent information and guidance regarding for Sailors in Iraq, Afghanistan, and the Horn of Africa.

3. Action

a. Request commands inform personnel listed in enclosure (1) of their eligibility to compete in the upcoming Navy-wide examination cycle. Refer to reference (d) for additional information and eligibility requirements.

b. Examinations will be ordered for all personnel listed in enclosure (1), with the exception of non-designated personnel. Commands with non-designated personnel must return enclosure (1) identifying the exam rate no later than 19 June 2009. This also applies to rated personnel who require specialty examinations (i.e. ATI, ATO, AWF, ETR, MME, etc.).

c. Commands are requested to notify the Educational Services Officer (ESO), PSD Washington D.C. in writing of newly reporting personnel not listed on enclosure (1).

4. Examination schedule. The examinations will be administered at Bldg 351 (formerly, the Navy and Marine Corps Reserve Center), Anacostia Annex according to the following schedule:

<u>Examination</u>	<u>Date</u>	<u>Time</u>	<u>Day</u>
Petty Officer First Class	03SEP09	0715	Thursday
Petty Officer Second Class	10SEP09	0715	Thursday
Petty Officer Third Class	17SEP09	0715	Thursday

5. Active Duty for Special Work (ADSW)/Recall to Active Duty personnel

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a. Commands with ADSW and recalled personnel are requested to furnish a listing of personnel that will be participating in the August 2009 (cycle 085) Reserve examination cycle no later than 19 June 2009.

b. ADSW/Recall personnel may participate with active duty personnel according to the schedule listed above. Personnel who desire to participate with drilling Reserve personnel should contact ESO to make arrangements.

6. Proctors and working parties

a. The following commands are requested to provide E-7/8/9 personnel, or commissioned officers, to serve as proctors. Names must be submitted to the Educational Services Office, PSD Washington D.C. no later than 21 August 2009.

<u>COMMAND</u>	<u># OF PROCTORS REQUIRED</u>		
	<u>PO1</u>	<u>PO2</u>	<u>PO3</u>
BUMED (UIC 00018)	02 (M)	00	00
DIA WASHINGTON (UIC 63415)	01 (F)	01 (M)	01 (F)
DISA HQ (UIC 65462)	01 (M)	01 (F)	00
NCIS WASHINGTON (UIC 63285)	02 (M/F)	01 (M)	00
NCTS WASHINGTON (UIC 48388)	01 (M)	00	01 (F)
OPNAV (UIC 00011)	02 (M)	01 (M)	01 (M)
SPAWARSSCOM (UIC 35333)	01 (F)	01 (F)	00
WHITE HOUSE COMM (UIC 65475)	01 (F)	01 (M)	01 (M)

NOTE: All proctors should familiarize themselves with the contents of reference (d). Proctors are to report to Bldg 351 not later than 0645 to meet with the ESO, and to discuss duties and responsibilities prior to administration of the exam.

b. The following commands are requested to provide a working party to set up and take down tables and chairs at the exam site according to the following schedule:

<u>COMMAND</u>	<u>PERSONNEL</u>	<u>SET UP TIME</u>	<u>TAKE DOWN TIME</u>
NAVMEIDIACEN	04	02SEP09 @ 1300	03SEP09 @ 1130
OPNAV	04	09SEP09 @ 1300	10SEP09 @ 1130
NAVMEIDCL WNY	02	16SEP09 @ 1300	17SEP09 @ 1130

NOTE: All working party members will muster with the Educational Services Officer (ESO) at Bldg 351 Drill Hall.

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7. Verification of worksheets. All candidates for the September 2009 Navy-wide Advancement Examination are required to verify their worksheet prior to the examination date. Failure to do so may result in an examination not being available on the testing date. Worksheets will be available for verification between 3 August 2009 through 14 August 2009, 0800-1600, Monday through Friday at the Educational Services Office (ESO), Personnel Support Activity Detachment Washington D.C. Your Command Pass Coordinator (CPC) may obtain worksheets for signature at your command with 24 hours prior notice. All worksheets must be returned by COB 14 August 2009.

8. Check-in. All candidates will report to the examination site, with proper military identification card, no later than 0715 for orderly check-in and assigned seating. Electronic devices, such as cell phones, beepers, black-berries, palm pilots, etc. shall not be brought into the examination site. Calculators and/or organizers, which are capable of memory storage, will not be authorized. Additionally, candidates will not be allowed to wear wristwatches. Examinees will be advised of the time remaining, to complete their examination.

9. Uniform. Navy exams are an official Navy function. As such, all candidates shall report in the Uniform of the Day as prescribed by reference (e). Uniform of the Day in Naval District Washington is Service Dress Whites (prescribed) or Summer White (alternate). Civilian clothes, dungarees, BDUs, flight suits, coveralls, utility green working uniform, or uniforms other than the NDW prescribed Uniform of the Day are not authorized. Personnel not in the proper uniform will not be admitted to the examination site.

10. Substitute examination. Candidates unable to take the original advancement examination, who are eligible for, and desire to participate in the substitute examination must submit a letter to Personnel Support Activity Detachment Washington D.C. This letter must be signed by the member's Commanding Officer/Officer in Charge, and include a valid justification per reference (d) for failing to participate in the regular advancement examination. Deadline for receipt of request for the substitute examination is 25 September 2009.

11. For further information, please contact Ms. Cheseldine, Educational Services Officer (ESO) at (202) 433-2031 or Lynda.Cheseldine@navy.mil.


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Distribution:

PSDWASHINST 5215.1A

List I & II